



Washington, D.C., Maryland, Virginia (DMV)
Long-Term Space Management Strategy
Working Group
Charter, Phase I

August 2016

DMV Long-Term Space Management Strategy Working Group Charter, Phase I

BACKGROUND

The greater Washington, D.C., Maryland, and Virginia metropolitan area (DMV) has one of the highest concentrations of Department of the Interior (DOI) employees in the United States. Over 6,500 DOI employees from every bureau and office work in the DMV. Within the DMV, DOI occupies 700,000 square feet of DOI-owned office space. In addition, DOI uses approximately 3.97 million square feet of office space acquired through Direct Leases (DLs) and Occupancy Agreements (OAs) with the U.S. General Services Administration (GSA) Public Buildings Service (PBS) within the DMV. Three OA locations, including the Stewart Lee Udall (Udall) Building, the South Interior Building (SIB) and the John Wesley Powell (Powell) Building are Federal space totaling 2.1 million square feet of space where DOI has delegated operational authority from GSA. Within the DMV, DOI has approximately 600,000 square feet of leased office space with either termination rights or expiration dates in the next five years. The total annual rental costs for occupied space in the DMV is roughly \$69 million.

To reduce fixed costs, DOI has been studying opportunities to reduce commercial leases in the DMV and maximize consolidations into federally-owned space. DOI has established the DMV Long-Term Space Strategy Working Group (DMV Working Group) to collaboratively develop the best possible footprint for DOI in two phases. In Phase I, the DMV Working Group will develop a plan for DOI-controlled office space, primarily the Udall Building, the SIB, and the Powell Building. In Phase II, DOI will engage the GSA PBS to develop a comprehensive plan for the greater DMV. Phase II will be outlined separately in a joint DOI-GSA charter.

AUTHORITIES

This charter supports the DOI FY 2014-2018 Strategic Plan's Management Initiatives for Building a 21st Century Department of the Interior (Goal #4, Improve Acquisition and Real Property Management). The charter is also aligned with:

- DOI's Draft Real Property Efficiency Plan and Reduce the Footprint (RtF) Policy Implementation for Fiscal Years 2017-2021;
- DOI's Real Property Efficiency Plan and Reduce the Footprint (RtF) Policy Implementation for Fiscal Years 2016-2020;
- OMB Management Procedures Memorandum 2015-01, Implementation of OMB Memorandum M-12-12 Section 3: Reduce the Footprint, March 25, 2015; and
- Executive Order 12072, Federal Space Management, August 16, 1978.

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PURPOSE AND SCOPE

The DMV Working Group will collaboratively develop a long-term space management strategic plan in two phases for the DMV to reduce DOI's footprint of office and warehouse space by transitioning from commercially-leased space into modern, efficient, quality, federally-owned space that enables effective mission accomplishment.

The plan's objectives/goals are to:

- Achieve DOI's Reduce the Footprint (RtF) goals;
- Modernize and Improve Work Environments;
- Meet DOI Office Space Utilization Standards;
- Maximize Space Cost Savings or Avoidance;
- Consolidate Space through Co-location;
- Leverage Opportunities to Share Services; and
- Realize Space and Energy Efficiencies.

Phase I: The DMV Working Group will develop a long-term space management strategic plan for the Udall Building, the SIB and the Powell Building. Other Interior office space in the DMV area may also be included in the plan to achieve the above goals. The DMV Working Group will be chaired by the Office of Acquisition and Property Management (PAM) Associate Director, Facilities and Property Management.

Phase II: The DMV Working Group will develop a long-term space management strategic plan for the greater DMV in collaboration with GSA. The DMV Working Group will be co-chaired by an executive from the GSA's PBS and PAM's Associate Director, Facilities and Property Management. The co-chairs will lead the DMV Working Group in an open, transparent, and evaluative planning process to ensure long-term strategic alignment across DOI and between the DOI and GSA. Phase II will be outlined separately in a joint DOI-GSA charter.

The DMV Working Group will be modeled after the high-performing Denver Federal Center (DFC) Long-Term Space Strategy Working Group, which has drafted a DFC Long-Term Space Strategic Plan.

DMV Working Group Vision. To facilitate development of the DMV Long-Term Space Management Strategic Plan, the DMV Working Group agreed upon the following Vision Statement:

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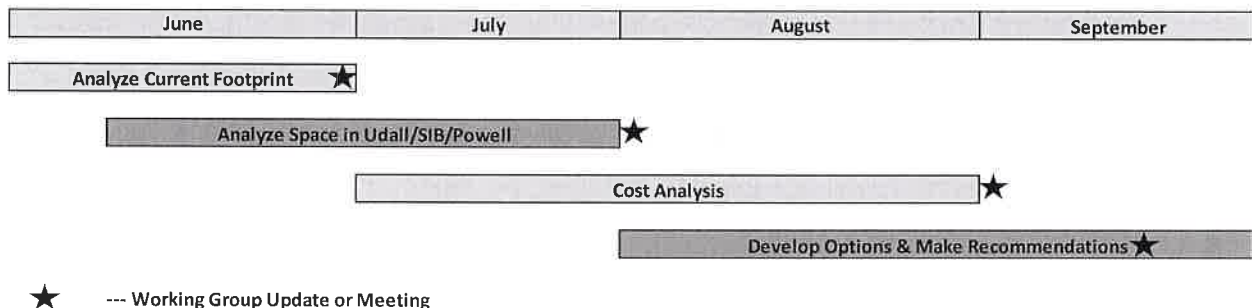
“DOI Staff in the DMV Metro Area work in modern, efficient, quality, federally-owned space that enables effective mission accomplishment.”

RESPONSIBILITIES AND AUTHORITIES

The DMV Working Group’s primary responsibilities are to:

- By December 15, 2016, develop a long-term space management strategic plan for the DMV to reduce DOI’s footprint of office and warehouse space by transitioning from commercially-leased into federally-owned space where mission allows.
- Provide leadership for development, implementation, and assessment of the overall strategy.

Specific action items and deliverables will be developed concurrently and include:



Analyze Current DOI Footprint

- Review the current DOI footprint of office space in the DMV;
- Inventory and review current occupancy agreements (OA) for commercially leased space in the DMV and identify current and projected rent costs; review OA and lease expiration dates with particular focus on those OA’s expiring within the next 5 years; and

Analyze Space in the Udall Building, SIB, and Powell Building

- Inventory available space and space that will become available within 5 years in the Udall Building, SIB, and Powell Buildings that could meet bureau/office needs and estimate costs for renovation to achieve a target utilization rate of 130 Usable Square Feet (USF) but no more than 180 USF/person;
- Identify the needed building and infrastructure upgrades to the Udall Building, SIB, and Powell Buildings that will enable DOI to provide modernized space and facilities to meet

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bureau/office space and mission needs and achieve a target utilization rate of 130 USF but not more than 180 USF/person;

- Review bureau/office requirements for swing space in the DMV during renovations.
- Estimate future rent costs for the Udall Building, SIB, and Powell Building;
- Inventory and review the current footprint of large meeting areas in the Udall Building, SIB, and Powell Building, e.g. conference rooms and training rooms, to develop a list of meeting areas that could potentially be shared among bureaus and offices. Review the current video-conferencing and IT capabilities of each space; and
- Consider space for a visitor center that will offer information on public lands and waters.

Cost Analysis

- Analyze available space and space that will become available within 5 years in the Udall Building, SIB, and Powell Building that could meet the needs of bureaus and offices with OAs or direct leases expiring in the next 5 years. Compare the life-cycle cost of remaining in commercially leased space at the DOI target utilization rate of 130 USF but no more than 180 USF/person to the cost of relocating into modernized space in the Udall Building, SIB, and Powell Building at the target utilization rate of 130 USF but no more than 180 USF/person;
- Identify cost savings or avoidance over the current DOI footprint;
- Identify funding needs and recommend potential sources; and
- Analyze the video-conferencing and IT capabilities of each potential shared meeting space and develop a cost estimate of the required upgrades needed for standardized systems that allow for effective use by multiple bureaus and offices.

Develop Options and Recommend Future Footprint

- In coordination with the Office of Facilities and Administrative Services (OFAS), and informed by OFAS' on-going consolidation of the Udall Building, make recommendations on the allocation of space for bureaus and offices in the Udall Building and the SIB for the next 5 years;
- In coordination with the U.S. Geological Survey (USGS), make recommendations on the allocation of space for bureaus and offices in the Powell Building for the next 5 years;
- Develop a timeline for the relocations of bureaus and offices;
- Develop a list of the roles and responsibilities for each bureau or office;
- Make recommendations on the scope of a visitor center in the SIB that will offer information on public lands and waters.

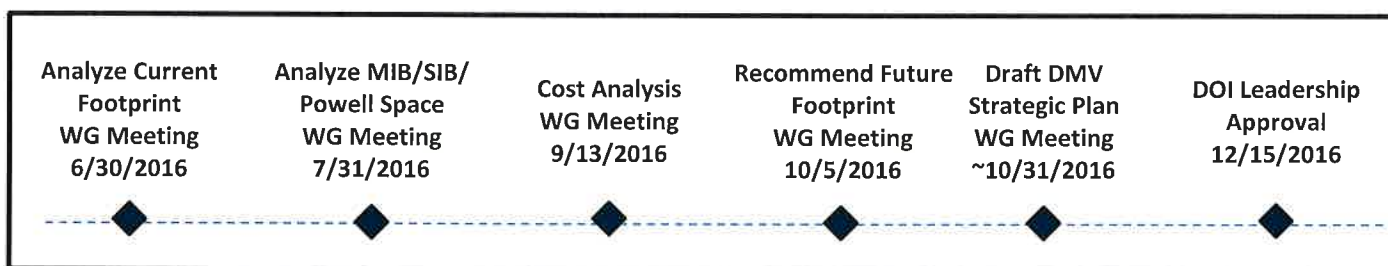
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- Examine and recommend possible functions, space, and services that could be consolidated and shared by two or more bureaus and offices to reduce utilization rates and save costs.

Communications and Approval

- Draft the DMV Long-Term Space Management Strategic Plan and secure approval of senior DOI leadership;
- Provide regular updates to DOI leadership on the progress of the DMV Working Group.

TIMELINE



MEMBERSHIP

The DMV Working Group will be chaired by PAM's Associate Director, Facilities and Property Management with support from subject matter experts from OFAS representing the Udall Building and SIB, and subject matter experts from USGS representing the Powell Building.

Members will consist of senior executives from DOI bureaus and offices who have responsibility for space management programs and the authority to make decisions for their bureau or office. The DMV Working Group may be supported by staff and subject matter experts from DOI bureaus and offices, including all disciplines and functional areas engaged in the management of space and facilities.

DOI Membership will include:

- Bureau of Indian Affairs
- Bureau of Indian Education
- Bureau of Land Management
- Bureau of Ocean Energy Management
- Bureau of Reclamation
- Bureau of Safety and Environmental Enforcement

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- National Park Service
- Office of Surface Mining Reclamation and Enforcement
- U.S. Fish and Wildlife Service
- U.S. Geological Survey
- Office of the Assistant Secretary - Policy, Management, and Budget
- Office of Acquisition and Property Management
- Office of Facilities and Administrative Services
- Office of the Chief Information Officer
- Office of Inspector General
- Office of Natural Resources Revenue
- Office of the Solicitor
- Interior Business Center
- Business Integration Office

The following offices receive space management services from OFAS, and are welcome to participate in the working group and/or subgroups:

- Office of Aviation Services
- Offices of Budget
- Office of Civil Rights
- Office of Collaborative Action and Dispute Resolution
- Office of Emergency Management
- Office of Environmental Policy & Compliance
- Office of Financial Management
- Office of Hearings and Appeals
- Office of Human Resources
- Office of International Affairs
- Office of Law Enforcement and Security
- Office of Native Hawaiian Relations
- Office of Occupational Safety and Health
- Office of Planning and Performance Management
- Office of Policy Analysis
- Office of Small and Disadvantaged Business Utilization
- Office of Strategic Employee and Organization Development
- Office of Valuation Services

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- Office of Wildland Fire
- Office of Insular Affairs
- Office of the Special Trustee for American Indians

DECISION MAKING

Meetings of the DMV Working Group will often be decision-making forums. As such, members must be able to make decisions for their organization and vote accordingly. A quorum must be present for the DMV Working Group decisional meetings. A quorum constitutes the chair or his representative and at least three members from DOI. The group will only seek decisions on common issues or themes. The group will work to reach consensus decisions.

ADMINISTRATION

To orchestrate the activities of the DMV Working Group, PAM has appointed Ms. Cassandra Duncan as the lead staff coordinator and Mr. Kenneth Casey as the project manager for the DMV Working Group. Both will work together to schedule meetings, track all deliverables and provide meeting minutes and updates to the DMV Working Group. As necessary, the DMV Working Group may develop and adopt operating procedures to enable the effective functioning of the group.

The DMV Working Group may find it beneficial to establish Subgroups with subject matter experts in space management, analysis, IT and video-conferencing systems, and other disciplines to conduct the deep analysis required by this charter. Based on the success of the Denver Federal Center Working Group, a Subgroup devoted to *Footprint & Cost Assessment* and another Subgroup dedicated to the *Consolidation of Functions, Space, and Services* will be required, at a minimum. To assist in the analysis that the *Footprint & Cost Assessment Subgroup* will need to conduct, analytic support from USGS's Space Group and the OFAS Space Group is required. Additional subgroups in Phase II could include a *Communications/Change Management Subgroup* and an *Amenities/Quality of Life Subgroup*.

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MEETINGS

The Working Group shall meet at least monthly, with Subgroups meeting as necessary to conduct business. Meetings may include use of audio, video, and online technology. When necessary the coordinator may use electronic mail or other means to conduct business. Records of all meetings will be kept and made available.

APPROVAL



Kristen J. Sarri
Principal Deputy Assistant Secretary -
Policy, Management, and Budget
U.S. Department of the Interior

September 21, 2016

Date